

DISPOSAL AND DESTRUCTION OF CUI/SBU AND CLASSIFIED INFORMATION

THINGS TO REMEMBER FOR BURN BAGS AND CONTAINERS

1. LESS THAN 10 POUNDS AND NOT MORE THAN 3/4 FULL
2. THE FOLLOWING ITEMS MUST BE ANNOTATED ON THE OUTSIDE OF THE BAG:
 - OFFICE
 - PHONE NUMBER
 - HIGHEST CLASSIFICATION OF CONTENTS
3. PROTECT CUI/SBU AND CLASSIFIED MATERIAL FROM INADVERTENT AND UNAUTHORIZED DISCLOSURE.

FOR MORE INFORMATION

EMAIL

CALL OFFICE OF SECURITY PROGRAMS (OSP) AT 800.445.4453

